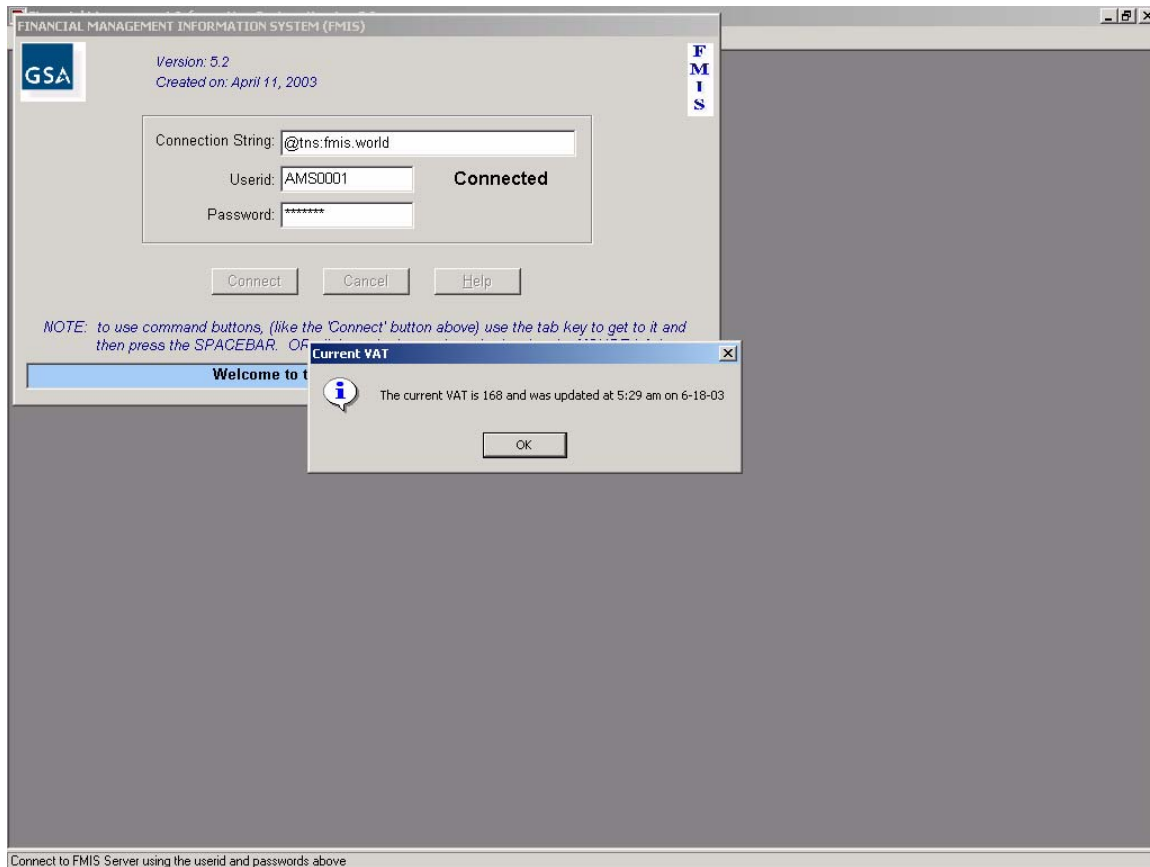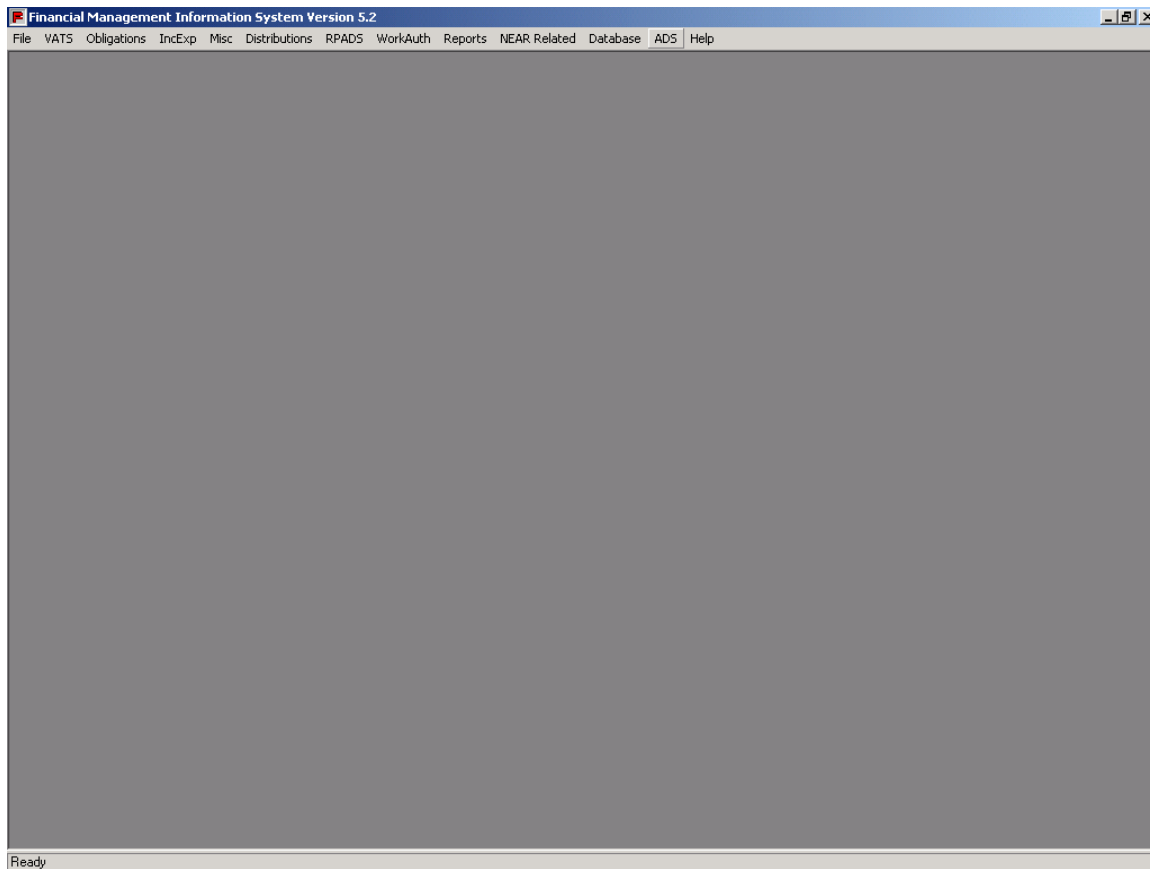# FMIS ADS

Key Contacts:

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FINANCIAL MANAGEMENT INFORMATION SYSTEM (FMIS)

Version: 5.2
Created on: April 11, 2003

GSA

F
M
I
S

Connection String: @tns:fmis.world

Userid: AMS0001   **Connected**

Password: *******

[Connect]   [Cancel]   [Help]

NOTE: to use command buttons, (like the 'Connect' button above) use the tab key to get to it and
then press the SPACEBAR. OR...

Welcome to t

Current VAT ☒

ⓘ   The current VAT is 168 and was updated at 5:29 am on 6-18-03

[OK]

Connect to FMIS Server using the userid and passwords above

To get to the new ADS menu, users will logon to FMIS the same way as before using the assigned FMIS User Id and Password.

After the user has successfully logged into FMIS, they will need a valid ADS password or ADS will not be an option on the main menu. To get in the ADS section of FMIS, click on ADS from the main menu.

Financial Management Information System Version 5.2

File VATS Obligations IncExp Misc Distributions RPADS WorkAuth Reports NEAR Related Database ADS Help

Ready
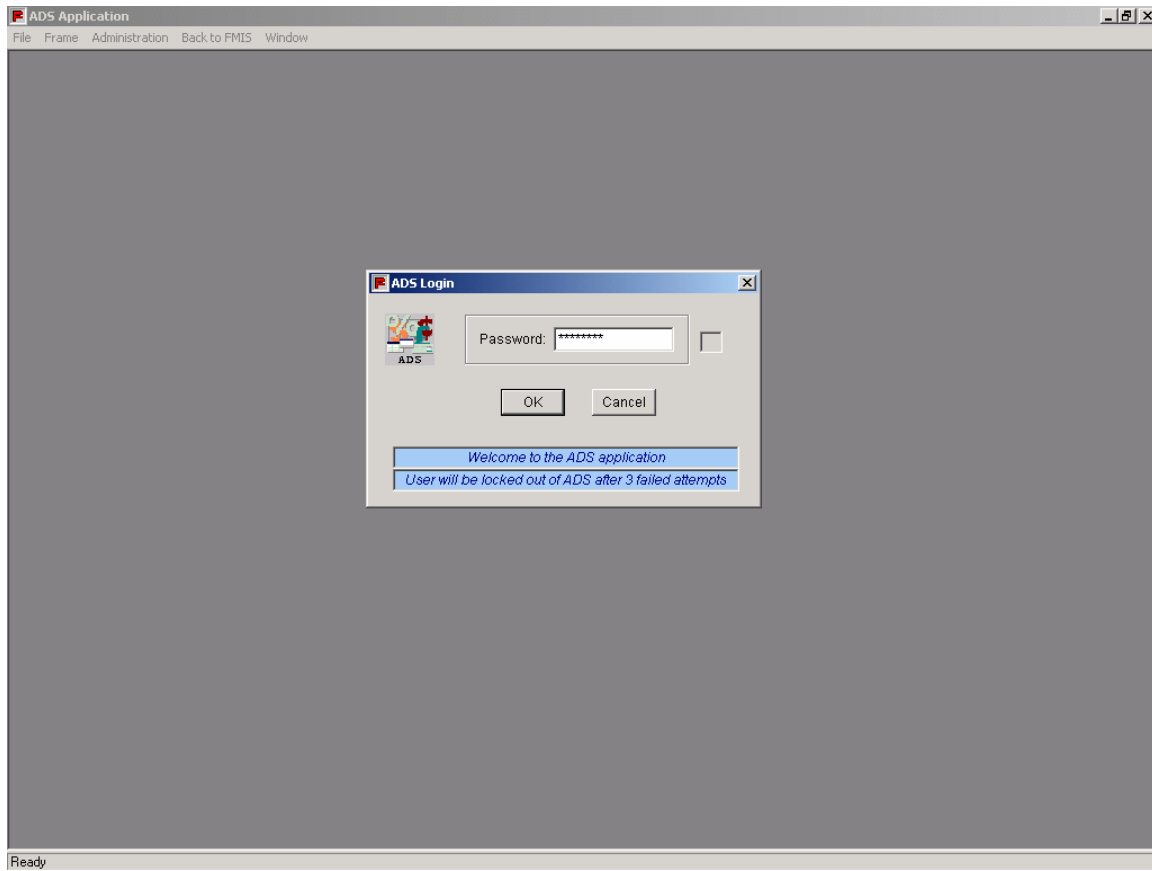
After clicking on ADS, the user will be required to enter their ADS password. Type the password in the box and click "OK".

All users are assigned a default ADS password ('PASSWORD'). After the first login, the application will force the user to change the password.

Each password is assigned a "Role" which permits the user to perform certain functions. In the FMIS ADS domain, there are three (3) distinct Roles.

1. USER – The user role enables the user to perform data entry functions only.
2. RGADM – This role is assigned to the Regional Administrator and enables them to collect and submit (FTP) batch(es) to NEAR. Regional Administrators can also change the header status from submitted (S) to complete (C) or incomplete (I). They cannot perform data entry functions.
3. ADMIN – This role is for the Central Office Administrators and enables them to assign user id's, lock/unlock user id's, reset user passwords, and reset batch status for all regions.

Upon successful validation of the password, users then are taken to the main ADS menu.

Selecting a Frame

1. Click on the Frame menu.
2. Double-Click on the appropriate frame.
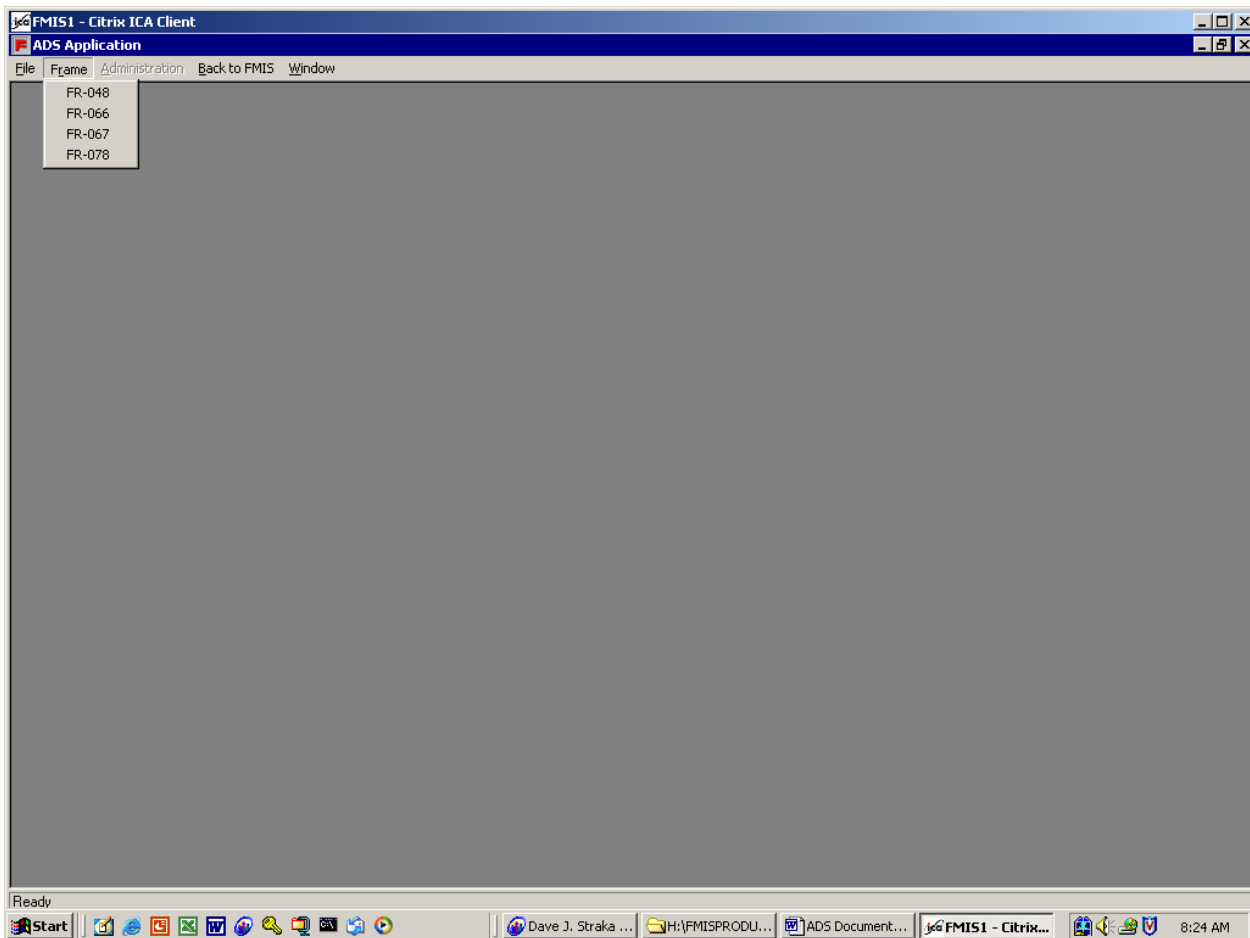
I.   Create New Batch

Creating a batch using the FMIS ADS Formats is a two-step process. First the user must create a header (master) record. After the header record has been established, the detail lines of the batch are then entered.
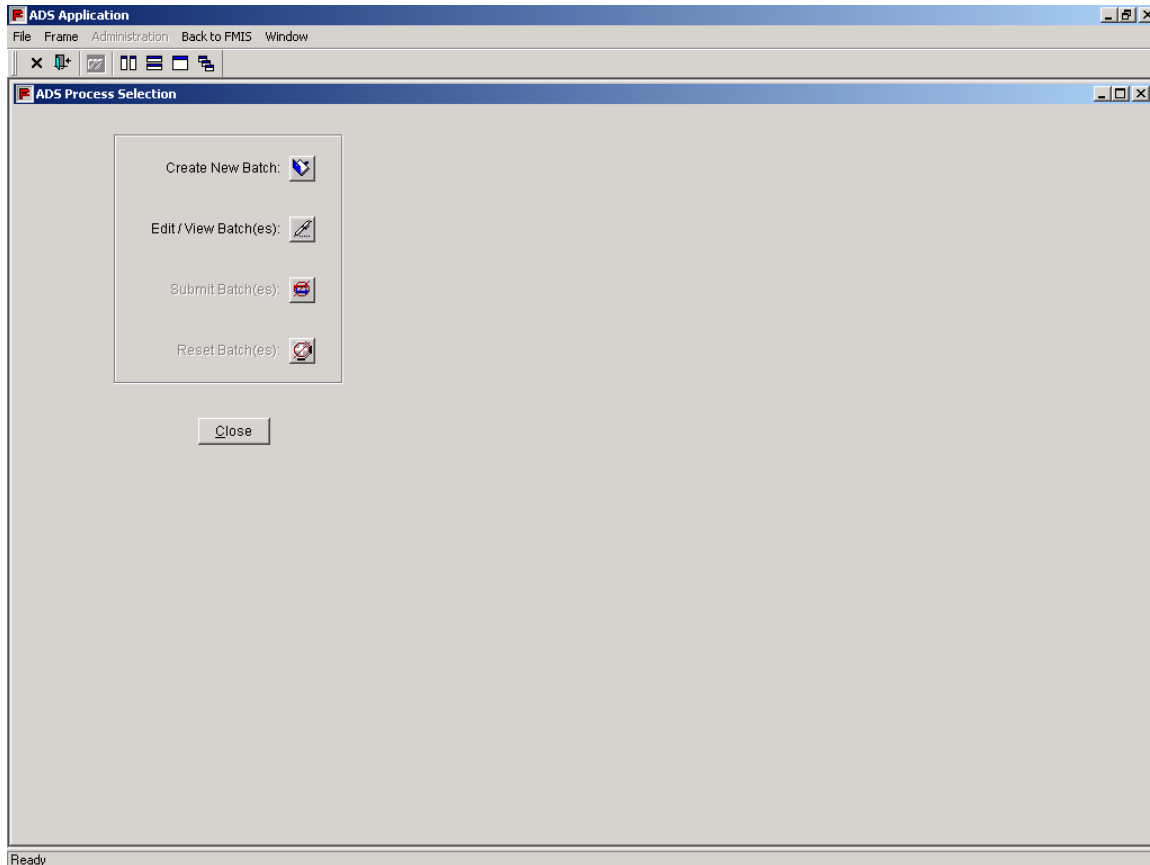
Creating a Header record

1. At the ADS Process Selection menu (above), click the "Create New Batch" button.
2. Enter the julian date. The julian date may be entered manually or can be automatically populated by clicking on the correct month and day on the calandar.
3. Enter the amount of the batch. The user must, where applicable, enter the total amount of the batch.
4. Save the header record. Click the Save button to save the header record.

If the user is only creating one batch, they will then click the Close button. If the user wants to create a second batch, they will click on the Add button, and follow steps 2 through 4 above.

After the user is finished entering the header record, they can proceed to enter the detail lines of the batch.

Entering Batch Detail Lines

Once the user has saved the header record, they can begin to enter the detail lines of the batch.

1. Click on the Add Dtl button. Click on the Add Dtl button to add detail records.

2. Enter the appropriate data in the template. When entering date fields, dates can be manually entered, or be populated by double clicking on the date field, and selecting the correct month and day on the calandar. Pressing the F2 function key, will automatically populate the data element in the template with the data element from the previously added record. Data is validated when entered and again after the Save button is clicked.

3. Add a new line. Once all information has been entered in the template, the user can add a new line by clicking on the Add button.
4. Save the data. Once all of the detail lines have been entered, click on the save button in order to save the data.

While the user is entering the detail lines of the batch, they will be shown the batch total, the detail line number, and the running total of the batch at the bottom of the template.

Once the running total becomes equal to the batch total, the "Complete This Batch" button will become enabled. After the detail lines have been saved (step 3) and the user is satisfied with the data, they will now be able to complete the batch process by clicking on the "Complete This Batch" button. Clicking on the "Complete This Batch" button will change the header status from incomplete (I) to complete (C) and will terminate all data entry for this batch. After all batch(es) have been completed, data entry is finished and the user can exit the application by clicking on the "Close" button. The batch(es) will need to be submitted by the regional administrator.

II. Edit / View Batch(es)

Users can edit batches that have not been "Completed" by going to the ADS Process Selection menu and clicking on "Edit/View Batch(es)" button. This function enables users to make necessary corrections to batches in order to "Complete" them and have them submitted by the regional administrator. Besides editing and viewing batches, users can create new batches as well from this menu option.

Editing a Batch
1. At the ADS Process Selection menu, click on the "Edit/View Batch(es)" button.
2. Click on the header batch number of the batch to be edited.
3. Click on the line of the batch detail to be edited.
4. Make corrections to the template.
5. Save

Updating the Header Information

Once a batch has been "Completed" and submitted, it may abort in the New NEAR System for various reasons. Instead of creating a new batch, users can update the header information by changing the julian date. After the regional administrator resets the header status from submitted to incomplete, the user can edit their batch and have it re-submitted.

1. At the ADS Process Selection menu, click on the "Edit/View Batch(es)" button.
2. Click on the header batch number of the batch to be updated.
3. Click on Update Hdr.
4. Enter the correct information in the template.

5. Click on Save

Regional Administrator Functions

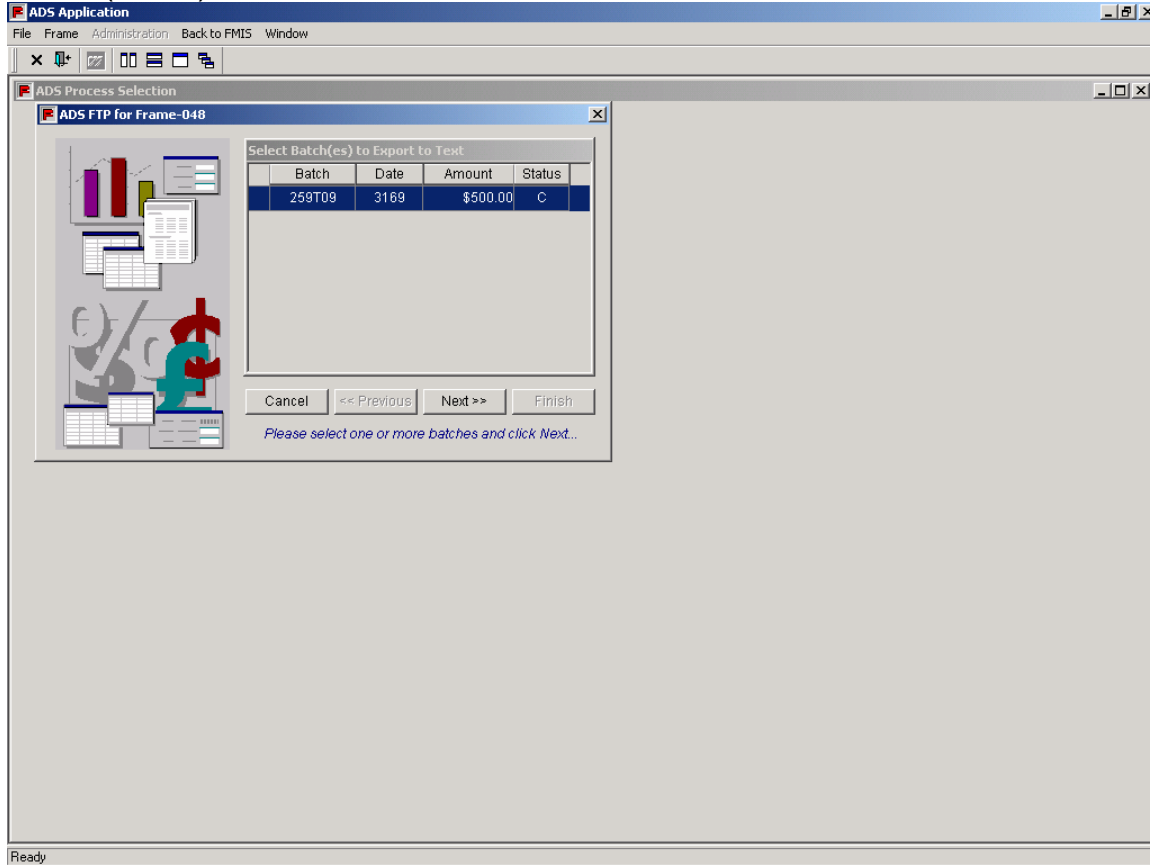Logon to FMIS ADS with a password assigned a regional administrator role.
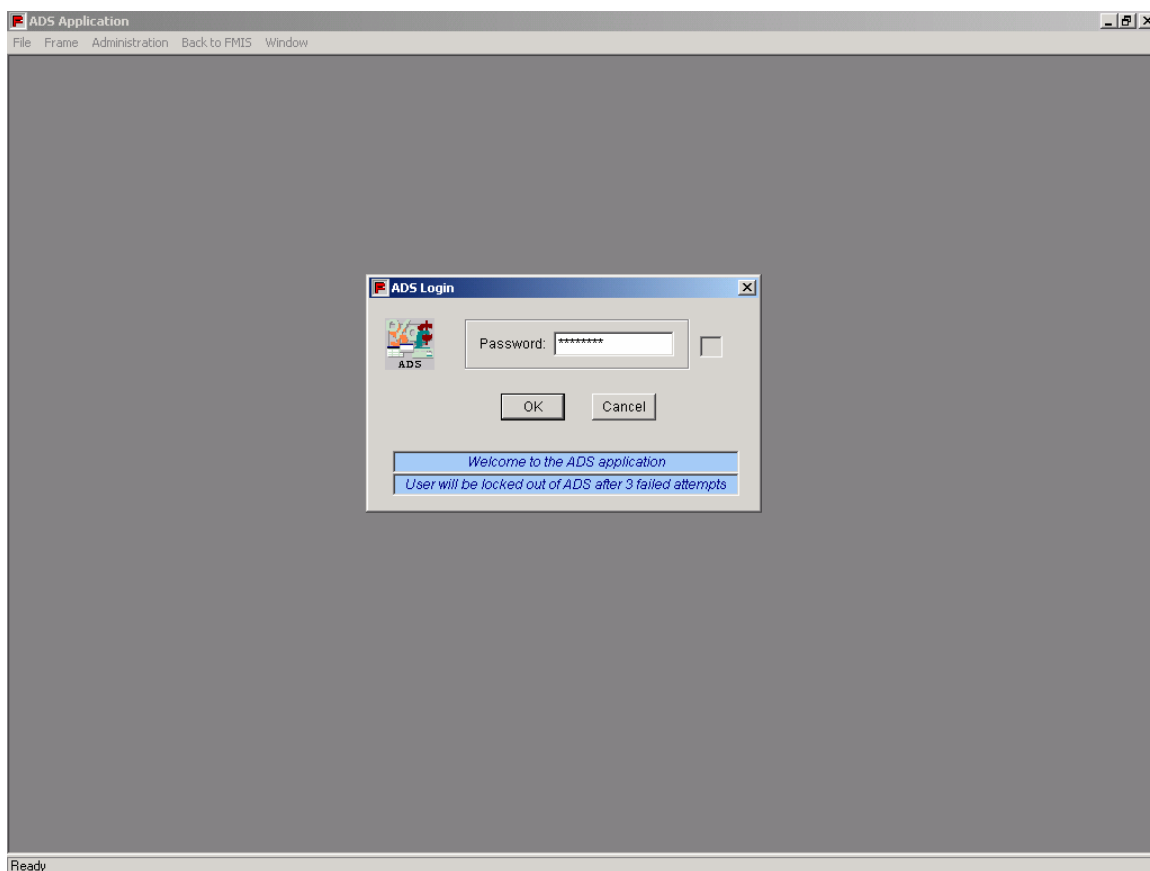
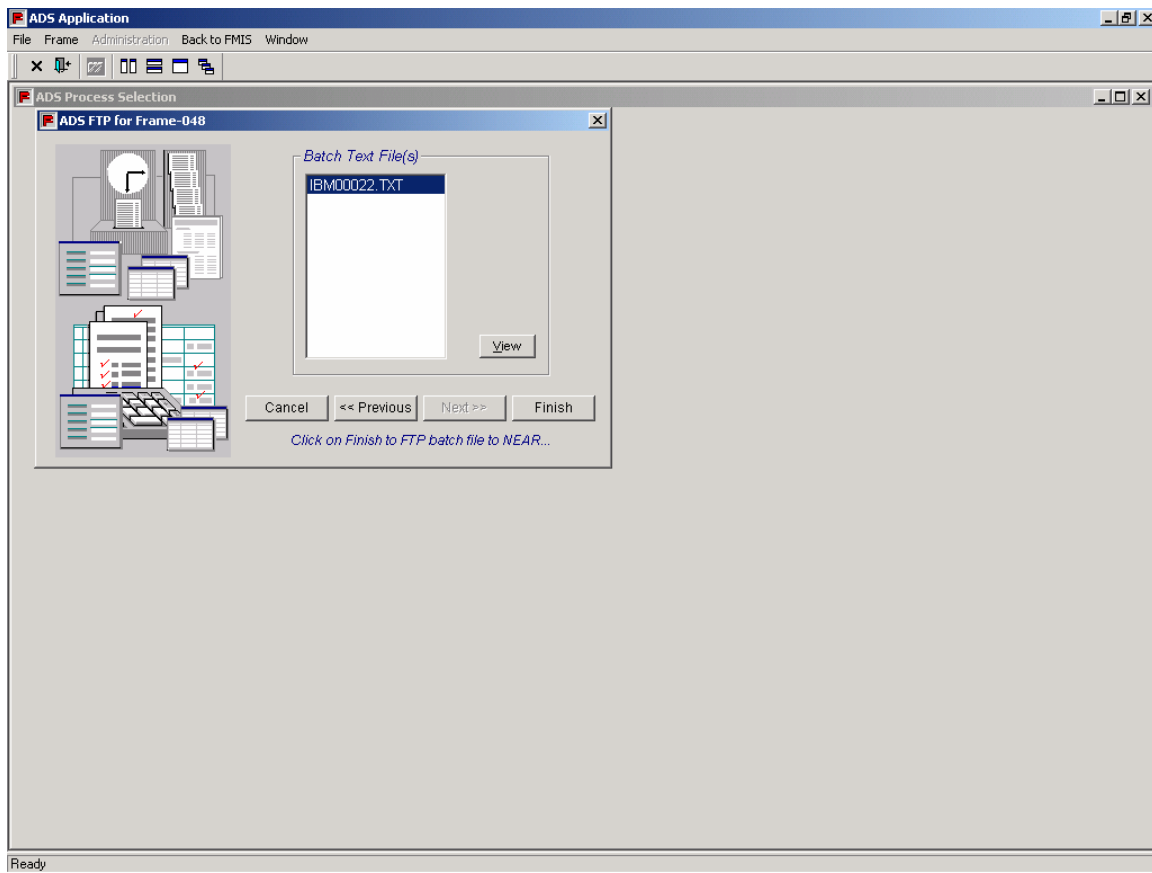Upon successful validation of the password, users then are taken to the main ADS menu.

Submitting a Batch

1. Click on the Frame menu.
2. Click on the Frame of the batch you want to submit.

3. Click on Submit Batch(es) – Clicking on Submit Batch(es) will open a Wizard (below)

4. Click on the batch(es) to be submitted and click on NEXT.

5. Click "Finish". This will FTP the text file directly to NEAR bypassing third party intervention. Successful Transmission message will be displayed and the Wizard will automatically close.